



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Friday, August 12, 2022 @ 10:00 am – 11:00 am
Via Zoom Meeting

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Margie Vondrak
Member Notified Absent – Missy Danneberg
Staff Present – Susy Marrón, Erica Hurtado

- Call to order. Cathy Vaughn called the meeting to order at 10:07 am, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Margie Vondrak and second, by Cathy Vaughn, the agenda was approved by unanimous consent. AYES: 2, NAYS: 0, ABSENT: 1
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the June 21, 2022 minutes: On a motion by Margie Vondrak, and a second by Cathy Vaughn, the minutes of June 21, 2022, were approved. AYES: 2, NAYS: 0, ABSENT: 1
- 2021/2022 End of the Year Budget Revisions.
 - Susy shared proposed minor revisions to the 2021/2022 budget. Office Supplies were reduced to move money to Software Repair and then an increase in 5800 to cover additional expenses for services such as Zoom and DocuSign. The phone expenses decreased by \$5.
 - CSPP Block grant had less expenditure for Copier Maintenance. We propose to move that amount to Office Supplies.
 - The proposed budget revisions were approved on a motion by Margie Vondrak and a second by Cathy Vaughn.
- Budget Update
 - LPC funding is being restored. The budget will be doubled, and it is ongoing funding through the CCBDG block grant. An augmentation should be coming in September.
 - UPK Implementation Grant. LPCs have been supporting the implementation of UPK by reviewing district UPK plans and meeting with districts. The UPK funding is expected to be three times the current LPC contract.
 - What is the involvement of LPC?
 - Forming a UPK Collaborative at SCOE.
 - Reviewing UPK plans: how to work with state preschools and other sites.
 - Funding will support LPCs to collaborate with stakeholders to support the workforce.
 - Hoping Guidance on how funding can be used will be released soon.
- Personnel Update
 - Susy shared information about re-classifying the Program Assistant Position. Susy provided information about staffing changes that happened in 2016 as background





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information. Both Finance and Executive Committee shared support for starting this process at previous meetings.

- The Deputy Superintendent supported initiating the reclassification of the Program Assistant position. The Human Resources department will be reviewing the request. It will be taken and presented to the Personnel Commission for approval if a recommendation is made.
- The Deputy Superintendent supported beginning with the Program Assistant reclassification and possibly looking at reclassifying the Coordinator position to reflect increased responsibilities.
- There may be an opportunity to hire supplemental support staff or keep a part-time position open.
- Once SCOE receives something in writing about funding for LPC, a committee within the Council can be established.
- LPCs have the first right of refusal for UPK funding. If refused by LPC, R&R has the second right of refusal, but CCPC is planning to apply for the funds.
- The next meeting will be scheduled for a later date. A Doodle poll will be sent by email.
- On a motion by Cathy Vaughn, the meeting was adjourned by 10:35 am



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